

What Makes Committee Meetings Effective:

- Start on time.
- Roll call.
- Introduction of visitors.
- Minutes of previous meeting.
- Unfinished business.
- Review accident statistics.
- Updates of educational information.
- Single topic.
(one problem broken down into specifics)

What Makes Employee Meetings Effective:

- New program ideas.
- Plan developed to solve problems.
- Adoption of new procedures.
- Summary of what must be done to be safe.

Show Appreciation for Services Rendered:

- Letter of appreciation.
- Certificate of service.
- Publicity.
- Special luncheon.
- Special dinner of recognition.

GOOD SAFETY AND HEALTH PROGRAMS

*are built with
good safety
committees*

For further information,
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A Safety Message from the
Michigan Department of
Labor & Economic Growth



Printed under authority of the Michigan Occupational Safety and Health Act, PA 154 of 1974, as amended. Paid with CET fund and OSHA funds.
Total Printed: 5,000 Printing Cost: \$688.04 Cost Per Copy: \$0.14.



Effective Safety and Health Programs Must Have:

- Support of management.
- Supervisor responsibility.
- Equal consideration.
- Policies and provisions.
- An active safety committee.

Types of Committees:

- Company or Interplant
- Department
- Supervisor
- Worker
- Labor Management
- Inspection Committee



Policies and Procedures: (in writing)

- Scope of activity.
- Extent of authority.

Procedures for Meeting:

- Time/Place
- How Often
- Agenda
- Minutes
- Attendance
- Length

Responsibilities:

Before

- Arrange Meetings
- Notify of Time
- Review and Prepare

After

- Prepare Minutes
- Distribute Minutes
- Report status of Recommendations

Duties of Safety Committee Members:

- Set a good example.
- Report unsafe conditions.
- Report all accidents and near misses.
- Make inspections.
- Investigate all accidents.
- Develop promotional ideas.
- Create/maintain interest.
- Communications network.

